Studies at other universities or other Aalto schools

Studies at another Aalto school

As an Aalto University degree student you can complete studies also outside your own field of study. Some of the studies require an application while other studies are open for all Aalto students. You can complete either individual courses or a minor outside your own field of study, see:

- Minors
- Aalto course offerings (sisu.aalto.fi)

The course names listed here are in English, please check the teaching language at Sisu/Courses.

Please, check before you registrate to course you have required prerequisites.

Note (26.8.2022)! The course list is being updated and will be published as soon as possible.

ART AND THEORY STUDIES

DEPARTMENT OF ARCHITECTURE

DEPARTMENT OF FILM, TELEVISION AND SCENOGRAPHY

DEPARTMENT OF DESIGN

DEPARTMENT OF ART AND MEDIA

Studies in another Finnish university

Please note! The use of Joopas system has ended on 31.12.2021. From the beginning of January 2022, Aalto University will use the university’s own electronic application form.

If a student is registered as a degree student at a Finnish university, according to the national flexible study rights agreement (JOO), they are entitled to apply for a fixed term study right for single courses or minors at any other Finnish university. JOO studies should be integrated in the student’s degree at their home university. Bachelor’s, master’s and doctoral students can apply for the JOO flexible study right. The university can grant a right to study only for studies that are offered to JOO students, and only when the student’s home university has first endorsed the application.

School of Arts, Design and Architecture

- Planning Officer Virva Sointu
  - virva.sointu (at) aalto.fi
  - tel. 050 470 8580

School of Business

- Study Coordinator Emmi Toivio
  - emmi.toivio (at) aalto.fi
  - 050 470 3731

School of Chemical Engineering

- Study Coordinator Sannamari Hörkkö
  - sannamari.horkko (at) aalto.fi
  - tel. 050 3623 319
Aalto University as home university

The student must be registered as an attending student at the home university during the JOO studies. There is a two-step application process for JOO studies. The application is first processed at the home university, after which the application is sent to the host university for final processing. The student can get the home University’s endorsement for studies that cannot be completed at Aalto University and that will be integrated in the student's degree.

An application can be endorsed if the following requirements are met:

- The student has enrolled as an attending student.
- The studies are included in the minimum scope of student’s bachelor's, master's or postgraduate degree, and they are a part of the students approved personal study plan (PSP, HOPS).
- The student has demonstrated that his/her studies have progressed normally. A bachelor's student may not receive endorsement for studies that are planned for the first year of study.
- Similar or corresponding courses are not offered by Aalto University. JOO studies are not intended to substitute for the teaching offered in the student's own university, and students cannot take courses at another university if they are available at the home university.
- The studies suit and support the student's degree. They are part of the student’s degree, for example, as a minor or as a part of elective studies.
- The studies are not Open University studies.
- Applications by exchange students cannot be approved.

The studies cannot be endorsed without an approved personal study plan. The approved personal study plan and a transcript of records must be enclosed with the application. Information about the approval of the study plan is available in your programme's Into pages. For instructions and information about your study plan, please contact your degree programme. Please reserve enough time for the process of having the studies approved in your study plan, before the application period begins.

Requirements for minor studies for students of the School of Business

The studies the student applies for must form an entity at the host university. The extent of the minor the student applies for must correspond to the extent agreed upon in the student's personal study plan. If the minor at the receiving school is e.g. 25 ECTS, but the student needs 30 ECTS, he/she can choose an extra course that suits the minor. If the extent is e.g. 32 ECTS, the 32 ECTS can be endorsed. However, if the studies exceed the extent by too much, they cannot be endorsed.

Bachelor student: If you are finishing your bachelor’s studies, you can apply for JOO studies in your master’s degree’s minor. To do that, you need to make a personal study plan (PSP) for master’s degree in Sisu, and for minor you need to choose “M2FINU-BIZ Completed at another University”. The minor needs to be approved by the planning officer of your department.

Requirements for minor studies for students in the field of technology

The studies the student applies for must form an entity at the host university. In the student's degree in Aalto University, JOO studies form a minor or (part of) elective studies. Consequently, the extent of JOO studies depends on the minor or elective studies as defined in the student's degree programme or major.

Requirements for minor studies for students of the School of Art, Design and Architecture

The minor studies must be suited for the student's degree, e.g. as a minor or part of the elective studies. It should form an entity at the receiving school.
Applications are processed on an ongoing basis at Aalto University. The duration of processing applications depends on, for example, other work situations and holidays. The application must be submitted to the home university for endorsement in good time before the end of the application period at the host university, preferably no later than 4 weeks before the end of the application period. The processing time is usually about 2–3 weeks, but the endorsement processing can sometimes take longer. Several universities have application periods. For studies in the following academic year, the application period is in April. For studies in the following spring term it is in October. Applications made during October 2022 need to be submitted to Aalto 24 October 2022 at the latest. Please reserve enough time for processing at Aalto University before the target university’s application deadline expires.

1. The student fills in the electronic application form: https://openregistration.aalto.fi/?ff=en/JOO_2022
   a. Note! The obligatory attachments to the application are a transcript of records (either link to My Studyinfo transcript: https://opintopolku.fi /oma-opintopolku/ or attached Sisu transcript), and endorsement of the home university (e.g. an e-mail approval from the planning officer or coordinator of your study programme).
   b. The studies applied for should be specified course by course.
2. If the application is endorsed, the application is forwarded to the host university.
3. The host university will process the application and notify the applicant of its decision according to its own timetable.

Aalto University as host university

Instructions for students of other Finnish universities who wish to apply for Aalto University courses: https://www.aalto.fi/en/admission-services/non-degree-studies-exchange-studies-studies-under-the-flexible-study-right

Other network studies

Aalto University is a part of a network of all technical universities in Finland called FITech network university. It enables Aalto students to study single courses or minors in the other universities of the network. FITech study offering consists of network universities’ selected courses from areas such as project management, energy technology and information technology. All studies are free of charge and many courses can be completed entirely or partially online.

Take a look at our studies and apply on our website: https://fitech.io/en/studies

Co-op Network Studies (CNS) is a network established by a group of ten universities. Teaching within the framework of the network is developed, produced and coordinated by the Ruralia Institute of the University of Helsinki together with the other participating universities. The university network was established in 2005 and offers multidisciplinary, web-based minor subject courses and modules related to the co-operative sector and social economy. Moreover, the CNS coordination unit is actively involved in developing and investigating matters affecting the co-operative sector in cooperation with partners. The studies receive support and funding from Finnish co-operatives and mutual companies through the Finnish Co-operative Advisory Board, the Pellervo Society and the University of Helsinki.

Read more >> (www.helsinki.fi)

UniPID – Finnish University Partnership for International Development – is a network of Finnish universities, supporting universities’ global responsibility objectives. UniPID aims to strengthen and advance the interdisciplinary education, research and universities’ societal impact on global development. UniPID’s main activities supporting education related to global development include virtual studies on sustainable development, supporting the training of Finnish doctoral students in development studies, and awarding a yearly master’s award in development studies. UniPID supports research cooperation and researchers’ networking in Finland and with international partners. Through UniPID, the member universities also participate in the national and international research and development policy dialogues. UniPID aims to enhance the importance of higher education and research in development cooperation and impact the national and international research agenda and funding priorities on global challenges.

UniPID coordinates a multidisciplinary Virtual Studies programme in international sustainable development. The programme is comprised of a collection of online courses, each worth 5 ECTS, offered for free to all Member University students, and suitable for both undergraduate and postgraduate students. Students can also complete a Sustainability in Development minor of 25 ECTS. Courses are offered through an easy and accessible virtual platform. The virtual course catalogue and registration on UniPID website (opens in a new tab): www.unipid.fi.

Since the beginning of 2021, Aalto University has been a member of National Gender Studies Network Hilma. The main purpose of the National Gender Studies Network is to organize online-courses for degree students (both on BA/BSc and MA/MSc levels).

All Aalto University students have access to Hilma courses. All the courses are organized online. Questions of gender, race, intersectionality and equality lie at the heart of the courses of the network. The English language course offering is available at https://blogs.helsinki.fi/hilma-verkosto/in-english/courses-in-english/

The Hilma network is coordinated by the University of Helsinki. Other members are University of Arts, University of Eastern Finland, University of Jyväskylä, University of Lapland, Tampere University, University of Turku, University of Oulu, and Åbo Akademi.

After completing Hilma courses you’ll receive information about how to transfer credits to Aalto degree via email. Please follow the instructions carefully. If you have questions about transferring Hilma credits, please contact studentservices@aalto.fi

When you apply for flexible study right, the study plan needs to confirmed first.

Credit transfer

- Aalto University policy on credit transfer
Credit transfer means counting studies completed outside Aalto University towards your Aalto degree by either using them to substitute for an individual Aalto course or study module; including them in the degree for example as elective studies; or have learning gained outside formal education accredited as credits towards your degree.

You can transfer credits for studies completed at other higher education institutions, whether abroad during an exchange period, or in Finland for another degree or under the JOO flexible study scheme. You can also include learning gained outside formal education in your degree (see Accrediation of learning demonstrated in some other manner).

As a general rule, studies already in the register are NOT treated as credit transfer, the only exception being studies that a student uses for more than one Aalto degree.

### Aalto University policy on credit transfer

If you wish, you can read the Aalto University Guideline on Credit Transfer, but can find a summary of its key points for students below.

#### General principles of credit transfer

- Only studies reported by the student in his or her application may be considered for credit transfer. The students must themselves propose the Aalto courses they think their previous studies could substitute for, or propose to include prior learning in their degree by means of inclusion or accreditation of learning demonstrated in some other manner.
- At Aalto University, you can only seek credit transfer for learning to be included in your degree. Credit transfer is not possible for extra studies that would surpass the scope your degree in ECTS credits.
- If you are studying at Aalto University and plan to include some courses in more than one Aalto University degree, you need to apply for credit transfer. See the instructions.
- At least half of the credits in an Aalto University degree must be completed at Aalto.
  - In the case of licentiate or doctoral degrees, the thesis or dissertation must be completed at Aalto University, while the rest of the studies may be transferred credits.
- All credit transfer studies are marked ‘Pass’ in the Aalto student register, with the exception of compulsory language studies in the second national language.
- Credit transfer applications are processed continually and as soon as possible. Note that delays in processing times are possible during busy periods.
- You will be informed of the decision made on your credit transfer application on Sisu. You may also be informed by post to your home address if you wish. The transferred credits will be shown on your transcript of records.

#### Application form and required supporting materials

Before submitting your application, please read through the instructions on this page.

Apply for credit transfer on the student information system Sisu. Technical instructions on how to apply: Credit transfer: Incorporating studies in your degree by credit transfer

Your credit transfer application (see the section 'Submitting your application') must include the following attachments:

- A transcript of records or a degree certificate. The document must be either digitally signed or marked with a stamp of the issuing university or school. If you have completed studies in another Finnish university or university of applied sciences, you can also use the My Studyinfo service (https://opintopolku.fi/oma-opintopolku/) to share information of your completed studies with the administrative staff at Aalto University. Go to My Studyinfo, create a sharing link, save the link in a file and add the file to your credit transfer application. If you have completed studies through the flexible right to study (JOO) scheme in an university that uses the Puro service for transferring credits, you can use Puro to apply for credit transfer (https://puro.joopas.fi). Note: you still have to submit a separate credit transfer application on Sisu. In your application, state that you have used the Puro service to request credit transfer. Also note that a screenshot from the My Studyinfo or Puro service is not an acceptable transcript of records.
- A detailed description of the content of the studies you have completed elsewhere at the time they were completed (e.g. from a study guide published at the time). For example, to claim credits for a course taken in 2018, you need to provide the course description as it was in 2018. It is not enough to include a link to the whole study guide of that year: you must include a description of the course contents in your PDF-format application. Do not include the whole study guide, only the pages containing the information relevant to your application.
- To claim credits for a study module completed elsewhere, students must include a certificate issued by the university in question or otherwise provide adequate proof of the study module being a degree module of the university at the time. For instance, an extract from the study guide listing all the courses that may be included in the study module is considered adequate proof.
- An explanation of the course scope in ECTS credits (unless the course was originally evaluated using ECTS credits, which are used in Finland).
Transfer of credits: substitution or inclusion?

Credit transfer can refer to a process where (a) studies completed elsewhere are substituted in place of an Aalto degree course, or (b) studies completed elsewhere (an individual course or study module) are included in your degree, or (c) learning you have gained outside formal education is accredited towards your degree.

(a) **Substitution** means compensating for studies that are compulsory under the degree requirements with studies completed elsewhere or with other learning gained elsewhere. Substitution requires that the content and level of the studies or learning gained elsewhere correspond to those of the Aalto degree studies. In addition, substitution requires that the scope in credits of the studies or learning gained elsewhere corresponds to that of the Aalto degree studies.

Apply for substitution on Sisu through the course info sheet. Technical instructions: Credit transfer: Incorporating studies in your degree by credit transfer

*Example: I have completed a University of Helsinki course that I believe is equivalent to an Aalto course marked as a part of my degree in my HOPS personal study plan. Based on my previously completed course, I may apply for substitution of the Aalto course.*

(b) **Inclusion** means that studies completed or learning gained elsewhere is included in the degree as, for instance, elective studies. The level of the studies to be included has to correspond to the degree requirements in force, their contents do not.

The recommended way to apply for inclusion on Sisu is to create a study draft and use it to apply. Technical instructions: Credit transfer: Incorporating studies in your degree by credit transfer

*Example 1: I have completed a course in social policy at the University of Helsinki. I want to include this course in my degree, although it does not correspond to any of the courses required for my degree in terms of content. I may apply for the course to be included in my degree as an elective studies course.*

*Example 2: I have completed a basic studies in social policy at the University of Helsinki. I am thinking these might be enough to form a minor subject for my degree. I may apply for these studies to be included in my degree as a minor.*

(c) **Accreditation of learning demonstrated in some other manner** means recognising learning gained outside formal education as credits towards your degree. The level of the learning to be accredited towards your degree has to correspond to the degree requirements in force, its contents do not.

You can apply for accreditation of learning towards your degree on Sisu either as a custom course credit or inclusion. Technical instructions: Credit transfer: Incorporating studies in your degree by credit transfer

Substitution of an individual course

- The substituting course must meet the learning outcomes of the course it substitutes for, and its scope in ECTS credits must usually be equal or greater. The scope of the substituting course may be a maximum of 20% narrower than the scope of the course substituted for if learning outcomes are achieved. However, a course whose scope is less than 5 credits may be substituted for by a course whose scope is a maximum of one (1) credit narrower. Credits for the Aalto course being substituted for are entered into the student register (student information system) as transfer credits with the scope the same as indicated in the degree requirements. You can also apply to have a single Aalto course compensated for by several courses completed elsewhere. In such cases as well, the Aalto course that is being substituted for is entered into the system with the number of credits indicated in the Aalto degree requirements.

Inclusion of an individual course

- The content of a course for inclusion cannot excessively overlap with that of other courses included in your degree(s).

Including a minor completed elsewhere in an Aalto degree

The minor study module completed elsewhere must be sufficiently suited to your Aalto degree. Its scope in credits must comply with the degree requirements.

You may apply to have a study module you have completed elsewhere included in your degree as a minor study module only if the ECTS credits of that study module will be part of the minimum total credits required for your degree. A minor study module that has been included in your degree through credit transfer is a permanent part of your degree; it cannot be removed from your degree later.

What code should I use for inclusion of a minor in my HOPS

M1FINU-ENG Minor completed in a Finnish university

M1ABR-ENG Minor completed in a university abroad

M1FINP-ENG Minor completed in a university of applied sciences

M2FINU-BIZ Minor study module completed in a Finnish university

- Under the minor code, please add each course to be included in the minor as a study draft.

INTM-BIZ International minor in a bachelor’s degree (this code is used for exchange studies)

INTM2-BIZ International minor in a master’s degree (this code is used for exchange studies)
Recognition of the same studies towards several degrees at Aalto University

Recognition of the same studies towards two different degrees that you are going to complete at Aalto University requires a process called credit transfer. Prior studies are counted towards the Aalto University degree through a credit transfer procedure in cases where the student:

- has been admitted as a transfer student from a different field of education at Aalto University (credit transfer is required because the studies lead to a different degree)
- has already completed a degree at Aalto University and is now pursuing another (e.g. has a prior Bachelor of Science (Economics and Business Administration) degree and is pursuing a Bachelor of Science (Technology) degree; Bachelor of Science (Technology) -> Bachelor of Science (Technology) degree)
- is simultaneously pursuing two different degrees at Aalto University (e.g. an MSc (Tech) and an MSc (Econ. & Bus. Admin) degree).
  - Use study drafts to add the studies already included in your previous degree to your HOPS and to apply for approval.
  - In your HOPS, place the courses in the degree to which they primarily belong. For example, you can add major studies that are part of an Economics and Business Administration degree as study drafts to the elective studies section of your Bachelor of Science (Technology) degree. Use study drafts to plan and apply for credit transfer, even if you complete your Bachelor of Science (Technology) degree earlier.
  - If you have completed a minor that could become part of either of your degrees, you can include it in the degree that you will complete first, and add it to the other degree as a study draft.

Open University studies

Studies completed at Aalto University Open University appear on both the Aalto University and Open University transcript of records. The studies automatically become a part of your degree if they are approved parts of your HOPS. You do not need to apply for credit transfer.

Appealing a decision

Appealing against a decision regarding credit transfer

Students dissatisfied with a decision regarding credit transfer may appeal against it either orally or in writing to the body that made the decision, provided they do so within 14 days of receiving notice of the decision.

Appealing against the outcome of an appeal concerning credit transfer

Students dissatisfied with the outcome of their appeal may appeal against the decision in writing to the Aalto University Academic Appeals Board within 14 days of receiving notice of the decision. The appeal must arrive at the university by the closing time of the Registry (15:00) on the deadline.

Academic appeals